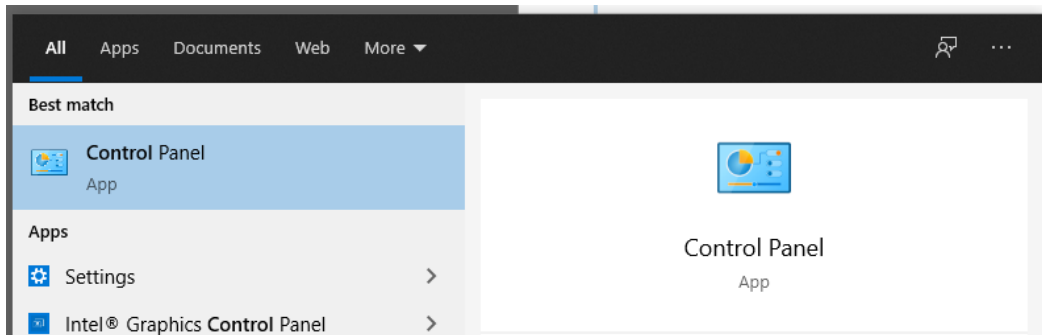


## Setting a Default Printer

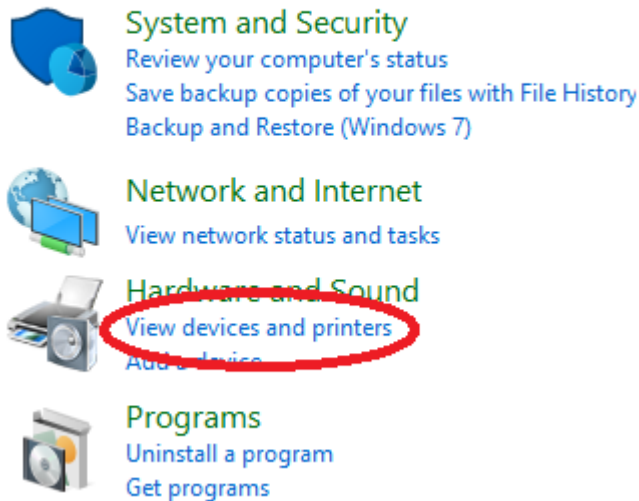
A default printer is the first printer your computer and software looks to to print. Having an incorrect default printer can lead to issues. Follow the below instructions to set or change your default printer. The instructions were created from a computer running Windows 10, so your process may vary slightly

1. Click Start and perform a search for “Control Panel” and open the App

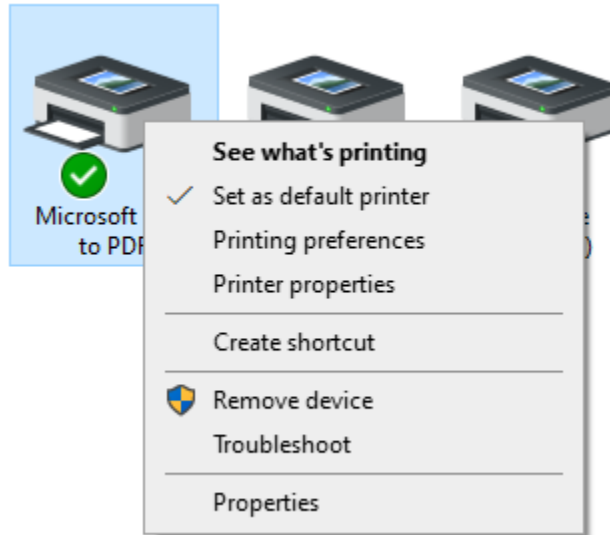


2. Click “View devices and printers”

### Adjust your computer's settings



3. Right-click on the desired printer and select "Set as default printer." The default printer will show a green checkmark on its icon.

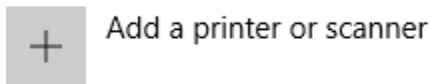


## Alternative Method

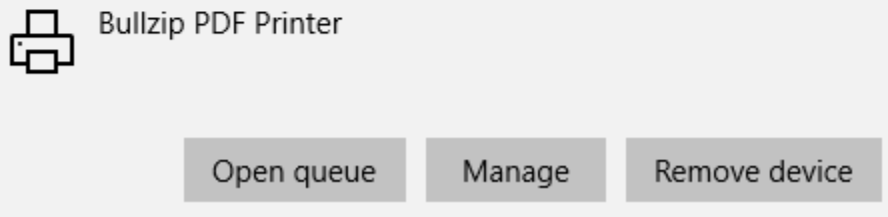
1. Search for and access “Printers & Scanners”, click on the printer you wish to make default, and press Manage. Then click Set as default.

## Printers & scanners

### Add printers & scanners



### Printers & scanners



## 🏠 Bullzip PDF Printer

### Manage your device

Printer status: Idle

Open print queue

Set as default

Print a test page

Reach out to SmartPath Technologies if you experience any issues.

